

# Real Estate Department

## **Documents for Transfers must contain the following:**

1. Name of Current Owner of Record exactly as was previously recorded.
2. Legal Description of parcel(s) being transferred.
3. Must include the 18-digit Parcel ID number (per BC Ordinance 2019-03).
4. Must be signed by the current owners in front of a Notary Public.
5. Must include an address to mail the Tax Statements to.
6. Must include a statement as to whom prepared the document.

## **Fees:**

1. Transfer - \$10 for each parcel (legal description) on the Document.
2. Sales Disclosure - \$10 for each Sales Disclosure required by the Assessor's Office.
3. Must have cash or check for ALL FEES. Credit/Debit Cards are NOT accepted.

## **Steps to Transfer a Property**

1. Take Transfer Document to Assessor's Office located on the 2<sup>nd</sup> floor for review
  - a. This step is NOT required for Affidavits or Transfer on Death Documents.
  
2. Take Transfer Document and Sales Disclosure (if required by the Assessor's Office) to the Real Estate Department located in the Auditor's Office on the 1<sup>st</sup> floor.
  - a. Real Estate personnel will review the Transfer Document and the Sales Disclosure.
  - b. If everything is in order, the Transfer Document and Sales Disclosure will be processed.
  - c. FEES:
    - i. \$10 – Transfer Fee for each parcel (legal description) being transferred on the Document.
    - ii. \$10 – Sales Disclosure Fee – if it has been determined by the Assessor to require the Sales Disclosure Form and the Fee.
    - iii. Cash or Check ONLY. **Credit/Debit Cards are NOT accepted.**
  
3. Take the Transfer Document to the Recorder's Office located on the 2<sup>nd</sup> floor for recording. There are fees associated with this and again, Credit/Debit Cards are NOT accepted.
  
4. DEDUCTIONS: It is very important anytime there has been a change to how the parcel(s) are owned, that you check with the Administrative Department of the Auditor's Office located on the 1<sup>st</sup> floor to assure that all the proper paperwork has been filed so that you receive/continue to receive your deductions.

### **NEW Option:**

The Bartholomew County Auditor, Assessor and Recorder are now accepting e-documents through SIMPLIFILE. Visit <https://simplifile.com> for more information.